

CHAPTER 1

SHIP'S STORE AUTOMATION

This training manual (TRAMAN) has been prepared for members of the Regular Navy and Naval Reserve in the Ship's Serviceman rating who are preparing for advancement to Ship's Serviceman second class.

Refer to the SH advancement handbook for petty officers for information on the Navy advancement system, naval standards, occupational standards, and bibliographies for Ship's Serviceman. This handbook is updated each January and is available through the educational services offices.

As a Ship's Serviceman your duties up to now have included a variety of tasks. Now, you will perform more administrative and supervisory types of tasks. You maybe assigned duties in the ship's store office operating the ROM system, work as a cash collection agent, or work in one of the other service activities.

AUTOMATED RECORDS

Ship's store records have been automated through the use of the Resale Operations Management (ROM) system. The ROM system was tested on several ships before it was implemented. The system has proven to increase the accuracy and timeliness of recordskeeping. The system can also make your job easier because it does the work electronically that you now do by hand, such as mathematical computations, computing markups, posting receipts and breakout to the stock record, and so forth.

The system itself and the ROM system *Terminal User's Guide* (TUG) were developed by the Navy Management System Support Office (NAVMASSO), Norfolk, VA. The *Terminal User's Guide* provides detailed information on how to operate the ROM. This guide is available free from NAVMASSO. NAVMASSO has also published a Resale Operations Management (ROM) desk top guide which is a supplement to

the ROM *Terminal User's Guide*. It is made up exclusively of job sheets, with each job sheet containing a step-by-step guide for performing a ROM function such as adding a new Stock Record, NAVSUP Form 464, to the stock record master file. The principal procedures for the use of the ROM system are contained in detail in the ROM *Terminal User's Guide*. The ROM functions contained in this guide are based on the procedures contained in the *Ships Store Afloat*, NAVSUP P-487. The ROM system will work very well with these existing policies and procedures. None of the capabilities the ROM system currently has or current policies/procedures contained in the *Terminal User's Guide* will be eliminated. The only changes that may occur will be on the methods used to gather, process, display, and store information. The ROM system will be discussed throughout this manual; however, when performing your daily duties using the ROM you should always refer to the ROM system *Terminal User's Guide* and the NAVSUP P-487.

IMPLEMENTATION OF THE ROM SYSTEM

Requests to implement the ROM system should be submitted to the type commander. The type commander will contact NAVMASSO and set up a schedule for implementation on board ships. NAVMASSO is responsible for implementing the ROM system for ship's stores afloat. The successful implementation of the ROM should take no longer than one accounting period. Since ROM is able to print certain records, reports, and logs used in the ship's store operation, the ROM form should be used in place of the preprinted form. The ROM form is as valid as the preprinted form, and the format is the same. The maintenance of manual ship's store records maintained by the ROM will not be required once the ROM has been successfully implemented.

SECURITY

The ROM system is an unclassified system. There are two types of software security associated with the system: physical and application.

Physically, the ROM system terminal must be located in an area accessible only to personnel who have a need to use the system. The software security is based on the concept of a user's authority to perform a given set of functions and makes only the authorized set of functions available. Access levels are determined by password and user ID which will be assigned by the ROM system administrator, usually the ship's store officer. The ship's store officer will input these access codes into the ROM system on a need-to-know basis. Password/security instructions are contained in appendix F of the ROM *Terminal User's Guide*. The instructions are distributed to the ship's store officer only during the implementation of the system. All persons having access to the ROM system will be listed on the ROM system security access rights list. This list is placed in an opaque envelope. It is then sealed and tape is affixed over the flap. The envelope containing the ROM security access rights list, along with the password/security instructions, and appendix F of the TUG will be retained in the ship's store officer's Accountability File (SSA-21). The ship's store officer will review the ROM security access rights list monthly. If, for any reason, the user ID and password of the individual assigned sales officer are lost, the password file provided during implementation, which includes all users IDs and passwords, must be reloaded. Data files set up during implementation should therefore be maintained in a locked secure place such as the ship's store officer's accountability file. To reload the password file you should refer to appendix F in the TUG.

THE ROM SYSTEM

The ROM system operates on a Zenith Z-248 and the Honeywell PC applications processor (AP) microcomputer. Once you become an authorized user of the ROM system you will become familiar with the various keys on the keyboard and their uses. The computer keyboard is similar to a typewriter keyboard with additional keys installed for special functions. Some of the different types of keys and parts of the ROM system are discussed below.

Special function keys—The special function F keys include keys 1 through 10 and the Esc key.

The F keys are located on the left side of the computer while the ESC key is located on the right side on the Honeywell microcomputer. On the Zenith Z-248, both the F keys and the ESC key are located on the left side of the computer. The function you select will be taken from the ROM screen display that lists the choices available with an F key or Esc key shown next to the description of the function it performs. When you depress one of the F keys, the function listed on the display screen is activated.

Cursor movement keys—The cursor is a special, blinking underscore character located on the screen that can be moved to where the user wants it. On the right side of the computer there are four directional arrows that perform different cursor movements. The left arrow moves the cursor one position to the left while the right arrow can move it one position to the right. The down arrow moves the cursor down while the up arrow moves the cursor up. For the four directional arrows to perform cursor movement, the light on the num lock must be off. If the num lock light is on, the four directional arrow keys become numeric keys and cursor movement cannot be performed.

Display screen—The display screen on the ROM is used to display and explain the information needed so a response by the user can be made. Information will appear on the screen as entered and the cursor will indicate where the next character will be entered.

Disk drives—These are storage devices used to transfer information into and out of the computer's memory. The Zenith Z-248 contains two 5 1/4-inch floppy disk drives and two Winchester disk drives. The Honeywell AP contains two 5 1/4-inch floppy disk drives and one Winchester disk drive.

The disk storage of the computer is organized into "files" that contain one or more "records." Computer data records are like completed forms in a file drawer. Each record contains several "fields." These fields are equivalent to blocks of information on forms in a file cabinet. Just as only one form type was filed in each folder, only one record type is stored in each data file. In the ROM system, for example, the data file called ROMAS (Resale Operations Stock Record Master file) contains information that is kept on the Stock Record, NAVSUP Form 464. There is one record in the ROMAS data file for each merchandise item carried in stock. Each record contains a

number of data fields such as stock number description, bulkroom and total on-hand quantity, on-order quantity, and so forth. The same fields are stored on every record in the file. Only the actual information in the fields is different for each record. The ROM system stores all resale operations data in 33 such files.

Printer and built-in tape drive—The ROM system uses the printer for preparing numerous reports for recordskeeping and a tape drive for backing up and restoring the system. Whenever an option to print a report is made by a ROM user, a warning screen will display a warning signal for the user to turn on the printer and load paper into it before continuing. If this procedure is not followed, permanent file damage may result.

Operating the ROM

When the ROM system is initially turned on or when it is reset, the computer will check for the most recent backup date. If a week has passed since the last backup was made, you will need to refer to the ROM system Terminal User's Guide, appendix E, for the Zenith Z-248 and appendix G for the Honeywell AP system to accomplish a backup. If this is not done, the ROM system will not allow you access to the ROM Log On screen. Backups should be done daily. If no backup is required, the message SYSTEM INITIALIZATION IN PROGRESS will display on the screen. If no errors are discovered during the system's initialization, the ROM Log On screen will automatically display. If an error is discovered during the system's initialization, you will not be allowed access to the ROM Log On screen until

the error is corrected. The backup and restore procedures contained in appendix E for the Zenith Z-248 and appendix G for the Honeywell AP system will explain how to restore the data files and reenter data to the current date.

To gain access to and use the ROM system, you must have a three-position user ID and a six-position password. The system's administrator who is the ship's store officer will assign this ID and password to you. You should be careful not to divulge this information to anyone. Once the ROM Log On screen appears, enter your three-position user ID and six-position password. To start the ROM enter 1 for the selection and depress return. If your ID and password are valid, the ROM master menu will be displayed indicating the various options and functions of the ROM system. You may continue from this point with the function that you are assigned access. If you are not assigned access to a particular function, you will not be allowed access to the function by the ROM system.

ROM System Screens and Screen Information

The functions of ROM are processed by selecting and entering information on terminal screens. There are two basic types of screens, the menu screen and data display/data entry screen. The menu screen displays various options that are available to you to select for ROM functions or subfunctions. To select an option on a menu screen, you enter the appropriate option number and depress the Enter/Return key.

A data display screen (fig. 1-1) shows the actual data that is already in the files. This data

RO2000506 *** VIEW OUTSTANDING PURCHASE ORDERS***

DATE	STOCK NO.	PURCHASE ORDER QUANTITY	QUANTITY RECEIVED	STATUS	PURCHASE ORDER NO.
04 FEB 85	530000-9001	8	8	0	R05834-6035-9764
04 FEB 86	530000-9008	10	10	0	R05834-6035-9764
04 FEB 86	552342-0050-30	3	3	0	R05834-6035-9764
02 MAR 86	120000-9022	50		0	R05834-6061-9733
25 MAR 86	870000-0140	192	8	0	R05834-6084-9719
31 MAR 86	870000-0080	200	200	0	R05834-6090-9721
14 APR 86	070000-0103	2	2	0	R05834-6104-9803
28 APR 86	870000-0080	100	100	0	R05834-6118-9772
28 APR 86	870000-0140	300	300	0	R05834-6118-9772
28 APR 86	870000-0145	200	200	0	R05834-6118-9772

F4 PRINT OUTSTANDING PURCHASE ORDERS REPORT
F5 DISPLAY FIRST SCREEN OF PURCHASE ORDERS
F6 DISPLAY NEXT SCREEN OF PURCHASE ORDERS
F8 VIEW PURCHASE ORDERS BEGINNING WITH: dd mm yy
F10/ESC EXIT.

Figure 1-1.—Sample data display screen.

is usually for information purposes and cannot be changed on the screen. A data entry screen (fig. 1-2) indifferent from a data display screen because it allows (requires) new data to be entered or changes to be made to an existing record. To use the data entry screen, you enter data as applicable, check the entry for accuracy, depress the Enter/Return key, or the correct function key indicated by the instructions located at the bottom of each data entry screen. Always remember, the ROM system does not recognize lowercase letters. Therefore, the lock key should be depressed to the lock position before any data is entered. Since the lock key only affects letters, it should be kept in that position.

ROM Function Keys

After making selection 1 from the Resale Operations Log On screen, the ROM master menu will be displayed. The ROM master menu (fig. 1-3) displays 17 selections that represent the functions of ROM. You must make your selections from this screen. A selection is made by entering the function number and depressing ENTER. Once this is done a second menu will appear on the screen for the particular function you chose. This menu screen will list different F keys from which you will have to select. In the

ROM system these F keys are referred to as function keys. These function keys, F1 through F10, and the Esc key usually will be used as described below; any exceptions will be noted as they apply:

F1—Adds a record to a file. Takes the information entered on the screen and creates a new record.

F2—Modifies an existing record. Takes any changes entered on the screen and modifies the applicable record on file with the new information.

F3—Selects a record from the file. Deletes the record currently being displayed on the screen.

F4—Prints reports. Prints the report that is indicated on the screen.

F5—Views first entry. Displays the records from the file being accessed starting with the first record.

F6—Views next entry. Displays the next set of records from the file currently displayed on the screen.

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RD2013503                *** MILSTRIP REPORT ***

MILSTRIP DATE: 4 FEB 86    REQUISITION NO.: R05834-6035-9903

DOCUMENT ID:
MEDIA & STATUS CODE:
DEMAND CODE:
SIGNAL CODE:
DISTRIBUTION CODE:
PROJECT CODE:
REQUESTED DELIVERY DATE:

ROUTING ID:
SERVICE DESIGNATION CODE:
SERVICE CODE:
COGNIZANCE CODE:
PRIORITY CODE:
ADVICE:

F4 PRINT MILSTRIP REPORT
F10/ESC EXIT.

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Figure 1-2.—Sample data entry screen.

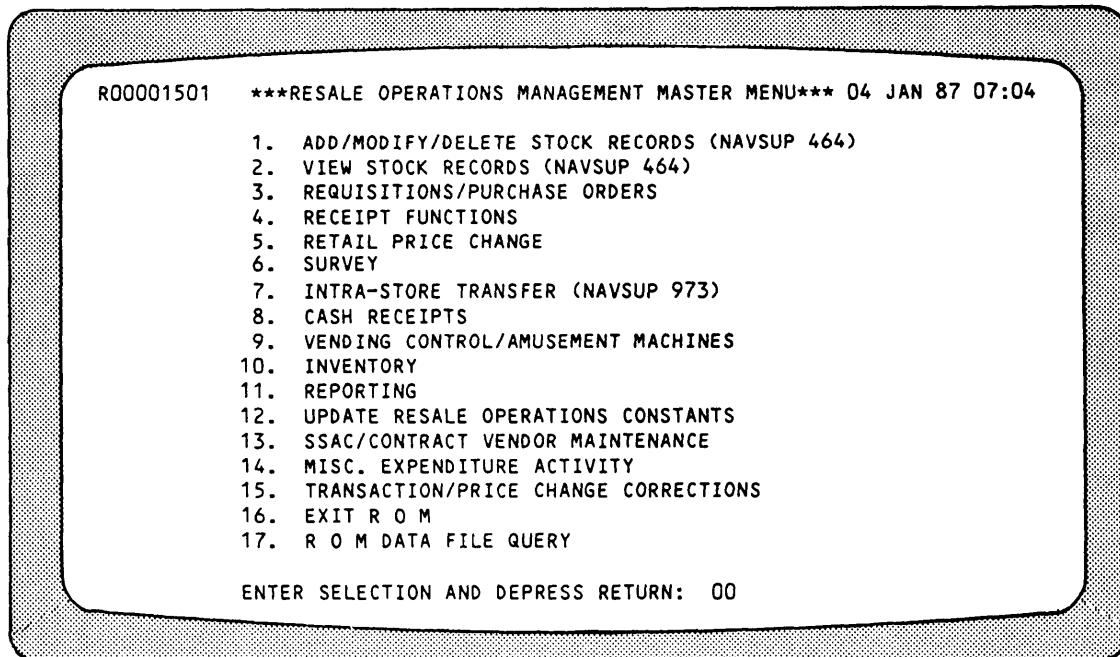


Figure 1-3.—ROM master menu.

F7—Views or displays. Displays, usually on a separate screen, the information described on the current screen in the F7 key description.

F8—Finds a particular record. Takes the record identification code specified in the field provided and searches for that record. The screen will then display the specified record, or if that record does not exist, it will display the first record that follows the specified record.

F9—Respecifies current record. Allows a record to be respecified during viewing.

F10—Exits from the current screen to the screen previously displayed.

ESC—Exits. Exits from the current screen and returns to the ROM master menu.

You should save all source documents or transactions entered in the ROM until you have a successful backup at the end of the day, at which time they can be filed. If there is no source document, you should keep a list of transactions. If, for any reason, the ROM system cannot be used, you should save all data until the system is back on line and reenter it at that time. Upon completion of ROM processing, you must exit the

system so someone without authority won't have access to the system by using your security access.

Logging Off the ROM System

Once you have completed your functions on the ROM, you will have to log off the system. To log off the system, depress Esc until the ROM master menu is displayed. Then enter 16 and depress RETURN/ENTER. If you are using the Zenith Z-248, enter the word *ship* then Y to position the read/write heads on the hard disk to a safe location. If you are using Honeywell AP, enter PARKAP, then depress any key other than ENTER to park the heads. Depress the ON/OFF power switches of the monitor and terminal. Then turn the printer switch to the OFF position.

Maintaining the ROM System

The maintenance of the ROM system should be done by qualified technicians only. Any problems that cannot be resolved by the ROM user should be referred to the ship's store officer for action. The ROM system itself does not require a lot of maintenance. The most common problem you will have with the ROM system is dust which builds up over a period of time when the computer is not cleaned. To cut down on dust

buildup you should always cover the keyboard and the computer when it is not in use. Occasionally the user may want to wipe or dust fingerprints off the cabinets of the monitor screen. If so, use the following suggestions when you clean your equipment:

- Before cleaning make sure the power is off.
- Use only a cloth that has been slightly dampened with water or a nondetergent cleaning solution.

- Do not use spray liquids or soaking-wet cloths.
- If you wipe the computer with a damp cloth, make sure everything is dry before you turn it back on.
- Do not attempt to clean floppy disks.

A trouble call desk has been set up by NAVMASSO to receive fleet reported problems regarding the ROM. Procedures for trouble reporting are contained in the ROM *Terminal User's Guide* appendix D.